



## CAREER OPPORTUNITY: Kennel Attendant



*The City of Wylie (pop, 45,000) seeks two new Kennel Attendants. These openings are due to one promotion and one relocation. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 and 2014 by the Dallas Business Journal as one of the top "Best Places to Work" in D/FW and received the #19 out of 100 ranking for "Best Places to Work" by the Dallas Morning News in November, 2011.*

**SALARY:** \$12.86 per hour

Under the direction of the Animal Control Supervisor, assists in the maintenance and care of the Animal Shelter facilities, impounds animals and cares for animals, assists the public in person and on the phone with discretion and compassion, and assists with euthanasia of animals.

### ESSENTIAL JOB REQUIREMENTS:

- Cleans, disinfects and maintains animal shelter daily to the specifications of applicable laws and the direction of the Animal Control Officers.
- Feeds, waters and cares for animals.
- Dispatches the Animal Control Officers.
- Receives and classifies animals delivered to the shelter following standard procedures.
- Releases animals from the shelter following standard procedures, whether redemption or adoption.
- Destroys animals when necessary and under the supervision of the Animal Control Officers.
- Assists in maintaining the animal care supply inventory.
- Oversees volunteer involvement in the kennels and cattery, teaching basic animal attendant skills to volunteers.
- Appears in municipal court to testify regarding violations.
- Keeps all records regarding the department up to date and in accordance with all state requirements.
- Maintains the animal shelter in accordance with state requirements.
- Understands the health necessity of destroying animals and must be agreeable to assist with this function.
- Must perform all tasks within safety guidelines, using approved safety methods.
- Must maintain all animal control equipment in constant good working order.

**REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:** Knowledge of the care and handling of animals and basic animal regulations. Driving record must be satisfactory according to City of Wylie Personnel Rules and Regulations. Ability to deal with the public and fellow employees in a tactful, courteous, considerate manner. Perform as a concerned and interested agent in providing humane treatment of animals. Ability to work indoors and outdoors in extreme temperatures including heat, cold and during inclement weather conditions. Ability to read and interpret regulations governing animal control; department directives. Ability to work overtime as needed. Ability to maintain an acceptable attendance history. Ability to pass a pre-employment drug screening test, physical and criminal background check.

**TO APPLY:** Visit our website at [www.wylietexas.gov](http://www.wylietexas.gov) to print an application. Mail or hand deliver your application, resume and cover letter to: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. Email: [jobs@wylietexas.gov](mailto:jobs@wylietexas.gov) Application period is open until filled. If you have questions or would like additional information, please call 972-516-6040.